



**DEPARTMENT OF THE ARMY**  
**OFFICE OF THE ASSISTANT SECRETARY OF THE ARMY**  
**ACQUISITION LOGISTICS AND TECHNOLOGY**  
**103 ARMY PENTAGON**  
**WASHINGTON DC 20310-0103**

26 June 2006

MEMORANDUM FOR: ALL ASSISTANT SECRETARY OF THE ARMY (ACQUISITION, LOGISTICS AND TECHNOLOGY) (ASA(ALT)) PERSONNEL WORKING IN THE PENTAGON RESERVATION

SUBJECT: ASA(ALT) Pentagon Evacuation Plan

1. Purpose. This memorandum provides the emergency evacuation plan for ASA(ALT) personnel working and visiting within the pentagon. The first priority is personnel safety regardless of the event. The securing or evacuation of classified materials depends upon available time, resources, and severity of event. This memorandum outlines the procedures for shelter-in-place, relocation and evacuating personnel; it does not implement, but supports the Army's Continuity of Operations Plan (COOP).

2. Applicability. This plan applies to all ASA(ALT) personnel, including visitors and contractors in the Pentagon.

4. Reference(s).

Pentagon Force Protection Agency (PFPA) PENTAGON Evacuation Plan,  
12 November 2004

5. General.

- (a) Regardless of the purpose of the evacuation order all personnel must follow PFPA and Augmentee guidance.
- (b) In some circumstances, a situation could arise where the ASA(ALT), deputies, or senior person present may direct an evacuation of their spaces as a safety precaution until conditions warrant return. If possible, an attempt should be made to notify their immediate supervisor and the Front Office Chief of Staff.
- (c) Each Deputy Assistant Secretary of the Army and Administrative support staff designate monitors and alternates to administer this plan and assist in the orderly evacuation of all employees and visitors. This designation of the Office Monitor and alternate should be noted on the organization's contact list.
- (d) In the event of a non-fire chemical, biological, or radiological event PFPA will

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make the decision to shelter in place or evacuate. Evacuation during any CBR event could put ASA(ALT) personnel and others at risk. Direction to shelter in place, relocate or evacuate for non-fire emergencies will come from PFPA via the Computer Emergency Notification System (CENS), PFPA Public Address (PA) system, and/or bullhorns. To properly comply with shelter in place requirements select a windowless room or rooms within your suite to serve as shelter rooms. If you have break or conference rooms within your space consider using them. Preparation for the shelter room will be conducted by the designated office monitor. Office monitors should ensure they have a flashlight, fresh batteries, rations, bottled water, garbage bags, cat litter, toilet paper and a first aid kit. A portable radio should be present in the front office 2E532 and a fully charged laptop should also be present in 2E533, 2E532, 2A538 and 2D679 to receive PFPA instructions via Computer Emergency Notification System if possible. If directions are given to relocate, follow PFPA's instructions and relocate to the designated area. All personnel will be accounted for as soon as possible and the results reported to the Chief of Staff or available Executive Officer. In case of full evacuation, follow PFPA's direction. As soon as possible after arriving at the designated assembly area, conduct a full accountability of all personnel.

- (e) Each office will have a current copy of the organization's contact list available. Staff should ensure their contact information is current. The contact list is "For Official Use Only" and may only be used by ASA(ALT) Staff. It may not be distributed outside of ASA(ALT). Information in the contact List is protected by the Privacy Act and it will be accorded appropriate safeguards from release outside of ASA(ALT).
- (f) All ASA(ALT) Staff must maintain their emergency escape mask, and are recommended to maintain an emergency "go kit" (see Tab 1) at their work space.
- (g) Supervisors must pre-identify handicapped personnel or those who require special assistance and ensure they are supported during an evacuation. Special support might include wheelchairs or assistance with stairs. Pentagon Building Management Office (PBMO) should be contacted if you required special access or assistants with movement of special needs persons before an emergency. The monitor should remain aware of these individuals during an evacuation and ensure that appropriate help is identified and available to assist each handicapped person. Handicapped and mobility challenged staff should be aware of evacuation routes designed for them.
- (h) ASA(ALT) Continuity of Operations (COOP) Team members whenever possible should not be assigned evacuation support duties as this could interfere with their primary mission to support COOP execution.

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## 6. Evacuation Procedures.

(a) During an actual emergency or test/drill, the evacuation will be initiated by the public address system, Computer Emergency Notification System (CENS), or the building fire alarm.

(b) Upon activation of any alarm system:

a. All Personnel:

- i. Stop work, the safety of life is the primary concern during an evacuation.
- ii. Locate escape masks and "GO Kit", both should be at your work station.
- iii. Bring your Common Access Card.
- iv. Evacuate the building following the instructions/directions of the Pentagon Police Officers and Augmentees.
- v. If not directed to a specific point by PFPA, proceed to the ASA(ALT) rally point located in the Pentagon South Parking lanes 6 and 7 near the tunnel. Report to your office monitor who will provide the personnel accountability report to the Chief of Staff. If evacuated to the North Parking the alternate rally point is in the A parking area next to the Childhood Development Center at the end of the row near the fence (see Tab 3).
- vi. Remain outside the building until an all clear command is given by PFPA or the Fire Department. If a determination for further movement is made, some personnel may be instructed to go home for the day. If you are released to go home, all personnel will report their status to their supervisor within four hours of release from the assembly areas. This information must be reported up the chain to PFPA OCC within 12 hours.
- vii. For emergencies involving chemical, biological, and radiological agents or terrorist threats, and shelter in place or relocation is not declared, it may be necessary to evacuate beyond the Pentagon reservation. PFPA and Augmentees will move personnel in the safest direction. Follow their instructions – do not attempt to stop and wait.

b. Monitors/Alternate Monitor Tasks:

- i. Get clipboard, cell phone and flashlight. (If the monitor or alternate is not in the office at the time of evacuation, the senior person as noted on the contact list will assume the duties of the monitor.)
- ii. Ensure exiting personnel have their escape masks, Go Kits and, if possible, lap tops

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- iii. Upon completion of personnel evacuation, check their area to ensure all rooms have been evacuated.
- iv. Check to ensure safes are secured.
- v. Assist PFPA with the orderly flow of persons out of the Pentagon along evacuation routes to designated assembly points.
- vi. Ensure handicapped and mobility challenged personnel are supported.
- vii. Using the organization's contact list, verify whereabouts of all staff working in the Pentagon.
- viii. Notify the next supervisory level office POC (via direct contact or cell phone) of the final evacuation status. Deputies should notify the Front Office.

c. Security:

- i. Personnel with classified material in their possession should return it to its designated security container, workstation or office, situation and time permitting.
- ii. Classified materials will not be removed from the office during the emergency. The last person out will ensure that the containers and room is secured prior to leaving the facility. Quickly attempt to at least set the combination lock.
- iii. Upon return, conduct a complete inventory to determine if classified materials are missing or damaged.

7. Questions? Please contact your monitor.

Enclosures  
Tab 1 PFPA "Go kit"  
Tab 2 Antiterrorism Protective Measures  
Tab 3 ASA(ALT) Pentagon Rally Points



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And Technology)

# SECURITY ADVISORY

## An Emergency "Go" Kit Pentagon Force Protection Agency Advisory #12 May 2004

**Prepare a Kit and have it ready to "Go" with your emergency escape mask in case you are told that there is an emergency. In almost any emergency it will take a few minutes to determine the threat before deciding how best to respond. The Pentagon Police will give you instructions over the PA System and the Computer Emergency Notification System (CENS). Remain calm, in time you will be told to either:**

**Shelter in place – You are safer inside. Stay in your designated work area.**

**Internal Relocation – Moving to another place in the building is safer than going outside.**

**Evacuation – If directed follow instructions and proceed through the designated exit to the specified assembly area.**

### Your "Go" Kit should include:

- Sneakers, socks, and clothes,
- Medication (if needed),
- A bottle of water, and
- Some energy bars.
- Store in zip-lock plastic bag(s) so the above items remain dry and uncontaminated—otherwise they are of no value to you.



### Emergency Escape Mask should be carried with you, but not inside the "Go" Kit.

Depending on the nature of the emergency you may have to:

- Walk a half a mile or more
- Remain outside for as long as three hours
- Be decontaminated, if required.





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## Antiterrorism Individual Protective Measures



HOW YOU CAN FOIL TERRORISTS

CJCS PC  
OCT 2001

### GUARD INFORMATION MAINTAIN A LOW PROFILE

- ✓ Destroy all items that show your name, rank, or other personal information.
- ✓ Instruct your family and associates not to provide strangers with information about you or your family.
- ✓ Be cautious about giving out information regarding family travel plans or security measures and procedures.
- ✓ Consider removing your name and rank on your home/military quarters.
- ✓ Avoid the use of your name and rank on answering machines.

### TELEPHONE SECURITY

If you receive a threatening phone call or Bomb Threat, dial \*57 (verify local procedures), wait for the confirmation message that traces the caller, and then report the call to local authorities immediately.

### MAIL BOMB INCIDENTS

- ✓ *Be Prepared for the Unexpected*
- ✓ Avoid opening or processing mail in close proximity to others.
- ✓ Check mail and packages for:
  - ✗ Unusual odors (shoe polish or almond smell).
  - ✗ Too much wrapping.
  - ✗ Bumps, blimps, or odd shapes.
  - ✗ No return address or unfamiliar return address.
  - ✗ Differing return address/postmark.
  - ✗ Incorrect spelling or poor typing.
  - ✗ Items sent "registered" or marked "personal."
  - ✗ Protruding wires or strings.
  - ✗ Unusually light or heavy packages.
  - ✗ Excessive amount of postage.
  - ✗ Only stains on the package.
  - ✗ Foreign appearing handwriting.
- ✓ Clear the area immediately; notify your chain of command, local authorities, or FBI.

### HOME SECURITY

- ✓ *Be Prepared for the Unexpected*
- ✓ Brief family members on your residential security and safety procedures.
- ✓ Ensure family members learn a dress word and it is on file at your office.
- ✓ Advise associates or family members of your destination and anticipated time of arrival.
- ✓ Use peephole viewers before you open the door.
- ✓ Don't open the door to anyone until you know who it is.
- ✓ Ensure sufficient illumination exists around your residence.
- ✓ Be alert to strangers who are on government property for no apparent reason.
- ✓ Refuse to meet with strangers outside your work place.

## TERRORISTS DEPEND ON YOU!!!

A dynamic threat environment demands our utmost vigilance and discipline. We must refine existing protective measures to prevent or substantially mitigate any threat.

This card offers a number of proven security techniques and considerations that limit opportunities to be targeted by terrorists.

### TO/FROM WORK IN TRANSIT SECURITY

- ✓ *Be Prepared for the Unexpected*
- ✓ Look for tampering. Look under and around your auto.
- ✓ At all times, keep your doors locked and windows rolled up.
- ✓ Alter routes and avoid choke points.
- ✓ Alternate parking places.
- ✓ Plan safe locations along your route.
- ✓ *Guard Information About Yourself*  
*Maintain a Low Profile*
- ✓ Consider wearing civilian clothing when riding on mass transit.
- ✓ Avoid car markings that identify you as senior ranking DoD personnel (such as GO stars on vehicles).
- ✓ Always remove brake stickers if you are selling or disposing of your POV.

### OFFICIAL/UNOFFICIAL TRAVEL SECURITY

- ✓ *Be Prepared for the Unexpected*
- ✓ Prior to Travel:
  - ✗ Examine your Level 1 AT Training is current.
  - ✗ OCONUS - Receive AOR specific Travel Briefing (by security officer).
- ✓ Select an inside hotel room (away from the street-side window), preferably on the 4<sup>th</sup>-10<sup>th</sup> floors.
- ✓ OCONUS - Know the location of the US Embassy and other safe locations where you can find refuge or assistance.
- ✓ *Guard Information About Yourself*  
*Maintain a Low Profile*
- ✓ Avoid use of rank or military addresses on tickets, travel documents or hotel reservations.
- ✓ When possible, travel on tourist passports.

### GENERAL SECURITY ISSUES *Guard Information About Yourself and What You Do*

- ✓ Limit discussion and accessibility of any information (written or verbal) that may provide terrorists insights for targeting.
- ✓ Always use service means when passing sensitive information.
- ✓ Destroy identifiable information.
- ✓ *Recognize and Report Unusual or Suspicious Behavior*
- ✓ You are the first line of defense against terrorism. Be aware of your surroundings. Write down license numbers or suspicious vehicles; note description of occupants. Report anything unusual to your chain of command, local authorities or the FBI.
- ✓ *Be Prepared for the Unexpected*
- ✓ Plan for the range of threat possibilities; avoid established or predictable patterns.

